

Table of Contents

Section Number	Subject	page
114.00	QUALIFICATION OF SAMPLER/TESTERS AND INSPECTORS	2
114.01	Qualification Criteria for Sampler/Testers	2
114.02	Qualification Criteria for Inspectors	2
Exhibit 114.02 - 1	Qualification Criteria Flow Chart	4
114.03	Qualification Areas for Inspectors	5
114.04	Examination Process	6
114.05	Registration for a Qualification Area Course	7
114.06	Qualified Inspector Registry	7
114.07	Qualification Renewal Policy	8
114.08	Inspector Qualification Program Management	8
114.09	Revocation of Inspector Qualification	9
114.10	Security of Examination Materials	10
114.11	Instructor Qualifications	11
114.12	Course or Exam Administrator and Scorer Qualifications	12
ITD 02905, pg 1	Inspector Qualification Registration	13
ITD 02905, pg 2	Rights and Responsibilities Agreement	14

114.00 QUALIFICATION OF SAMPLER/TESTERS AND INSPECTORS

The Division of Highways has implemented an Inspector Qualification Program to meet the mission of the Idaho Transportation Department (ITD) and the Code of Federal Regulations. The Inspector Qualification Program (IQP) consists of two parts: (1) qualified sampling and testing personnel, and (2) qualified inspectors. The overall objective is to have qualified personnel to perform sampling, testing, and inspection on all ITD construction projects.

114.01 Qualification Criteria for Sampler/Testers

Sampler/Tester personnel must be qualified in accordance with the Western Alliance for Quality Transportation Construction (WAQTC) guidelines before performing any sampling and testing on ITD construction projects. The WAQTC guidelines are located in the WAQTC Administrative Manual and the WAQTC Registration, Policies, and Information Handbook (RP&IH), Idaho version. A copy of the RP&IH can be obtained from the District EEO/Safety/Training Coordinator or the headquarters DOH Training Unit.

The WAQTC website at www.waqtc.org has the criteria for sampling / testing qualifications of qualified personnel, expiration dates, examinations, qualification revocation, etc.

114.02 Qualification Criteria for Inspectors

Inspectors for ITD construction projects will be classified as either **Professional or Technical**.

- **Professional Inspectors** are individuals with a degree and/or license in Engineering or a degree in Construction Management. These individuals are exempt from the WAQTC Sampling and Testing requirements under the inspector qualification criteria.
- **Technical Inspectors** are all other individuals, who do not qualify for the Professional category.

Further breakdown by employee job classification is as follows:

- Manager 1/Technical Eng. 2 and above: Exempt from this process per the definition of "Engineer" in the standard specifications.
- Technical Eng.1 and Transportation Staff Engineer (TSE): See Professional Inspector definition above.
- Transportation Staff Engineer Assistant (TSEA) with a degree in Construction Management: See Professional Inspector definition above.
- Transportation Staff Engineer Assistant (TSEA), Transportation Technician Principal (TTP), Transportation Technician Senior (TTS), Transportation Technician (TT), and Transportation Technician Apprentice (TTA): See Technical Inspector definition above. These classifications must, at some point, have been WAQTC Sampler/Tester qualified in the appropriate areas. However, the employee's Sampler/Tester Qualifications do not have to be up-to-date to perform inspections.

To become a qualified Inspector in Contract Administration, Earthwork and Base, Surface Treatment and Plant mix Pavement, Concrete and Structures, and Traffic Construction Inspection; the applicant may choose either to complete the qualification process by either the Course & Exam Method or Exam only method.

To become a qualified Inspector in the Environmental qualifications, NPDES/ Storm Water, Wetlands/ 404 Permitting, and Cultural Resources/ Archeological Clearance; the applicant must complete the qualification process through the Course and Exam Method only.

Course and Exam Method

Unless exempt, the individual must hold the applicable WAQTC Sampling and Testing qualification(s) associated with the Inspector Qualification, and:

- Register in the associated Qualification area course and attend the course in its entirety, and
- Pass the written examination (80% minimum score). Failure to pass the Qualification area written exam will require the participant to retake the qualification course in its entirety.

Exam Only Method

Unless exempt, the individual must hold the applicable WAQTC Sampling and Testing qualification(s) associated with the Inspector Qualification, and:

- Pass the written examination (80% minimum score). Failure to pass the Qualification area written exam will require the participant to take the qualification course in its entirety.

Qualification Criteria Flow Chart

The Qualification Criteria for Inspectors Flow Chart is shown in exhibit 114.02 – 1.

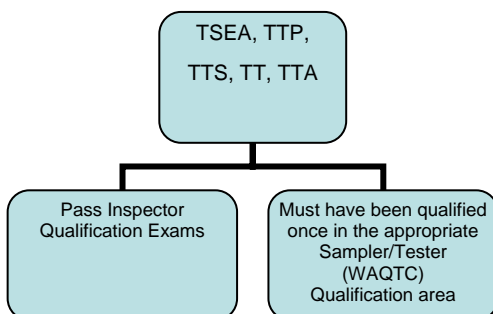
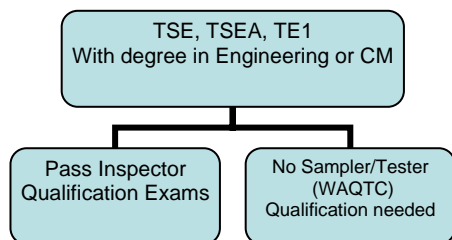
SAMPLER TESTER (WAQTC) QUALIFICATION

All Individuals that Sample or Test
must be qualified

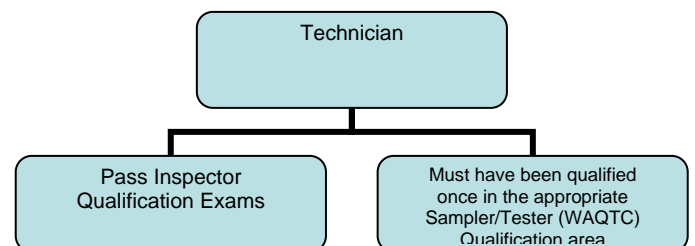
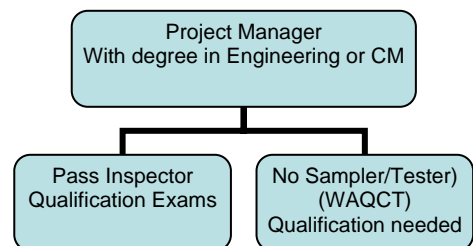
INSPECTOR QUALIFICATIONS

These are individuals that perform Inspections on ITD construction projects.

Employees of the Idaho Transportation Department (ITD)



External Personnel i.e. Local Agencies, Consultants



114.03 Qualification Areas for Inspectors

A minimum competency level in the following Qualification areas is required before an individual can perform inspections in that area.

Each Qualification area uses reference material from Sections of the Standard Specifications for Highway Construction (noted below) and/or the Supplemental Specifications, Special Provisions, the Construction Manual, and the Field-Test Manual and other relevant material.

Qualification Area	Standard Specifications for Highway Construction	Other Information
Contract Administration ²	Section 100	
Earthwork and Base ¹	Sections 200, 300, and applicable parts of 600	Technical Requirements: WAQTC Aggregate, Embankment, and Base
Surface Treatment and Plant Mix Pavement ¹	Section 400	Technical Requirements: WAQTC Aggregate and Asphalt
Concrete and Structures ¹	Sections 400, 500, and 600	Technical Requirements: WAQTC Aggregate and Concrete
Traffic Construction Inspection ²	Section 600	
Environmental – multiple subcategory qualifications	<i>Inspectors are not required to be qualified in all of the Environmental subcategories, but they must carry the qualification in the area that they are inspecting.</i>	
NPDES / Storm Water ²	Applicable parts of Section 100 and 200.	3.7 Best Management Practices course information is located in the DOH Training catalog.
Wetlands / 404 Permitting ¹ <i>The headquarters Environmental Manager must approve a qualified wetlands/404 permitting inspector before any inspections are performed.</i>	Applicable parts of Section 100.	3.28 Wetlands Identification and Regulations course information is located in the DOH Training catalog
Cultural Resources / Archeological Clearance ²	Applicable parts of Section 100.	3.13 Cultural Resources Regulations and Procedures course information is located in the DOH Training catalog

NOTE: ¹ Inspectors must be qualified in this area by January 31, 2002.

² Inspectors must be qualified in this area by January 31, 2003.

114.04 Examination Process

As part of the Qualification process, each inspector is required to pass a written examination that demonstrates both a knowledge and understanding of the inspection policies and procedures.

A participant must pass the written examination by scoring a minimum of 80% on the entire written exam for that Qualification.

Failure of the written exam will require attendance of the course for that Qualification and passing the full examination if the Qualification is still desired by the participant.

Written Examination

The person who administers the written exam should thoroughly explain to the participants what the exams will entail and the examination rules prior to the beginning of the exams.

The examination is open book, with multiple choice questions (some require calculations) or true/false questions, and will be administered within a specified time frame. All questions require detailed knowledge of ITD's Standard Specifications, the Construction Manual, and the Field Test Manual with the exception of the Environmental Inspector qualifications, which may contain other source materials.

The participant is required to bring the resource materials needed to complete the examination, No. 2 pencils and erasers, and clean scratch paper, if desired. Some questions require calculations, so a battery-powered pocket calculator may be brought to the examination. Calculators may not be shared.

At the end of the designated time all exams and used scratch paper will be collected by the exam administrator. The scratch paper will be destroyed by the administrator.

The written exam material will not be discussed with, or provided to, any unauthorized individual.

The exam will be scored and the participant will be notified no later than the end of the first business day after the exam is given. Exam scores will remain confidential.

Participant Notification

Each participant will be notified by ITD of successful or unsuccessful completion of the Qualification requirements within ten (10) working days of the date of the completion of examination.

A letter, e-mail, or a completed registration form may serve as Qualification verification for those inspectors that are successful in completing the Qualification requirements. If the participant is unsuccessful in completing the Qualification requirements, the procedure for re-examination will be explained, if applicable. (Also see 114.06, Qualified Inspector Registry.)

114.05 Registration for a Qualification Area Course

Each inspector must submit the following at least two (2) weeks prior to the start of the Qualification area course and/or exam process.

- A completed ITD 02905, **Inspector Qualification Registration** (see pages 13-14).
- A signed and dated Right and Responsibilities Agreement must also be completed. The agreement informs the inspector of the rights and responsibilities along with the consequences of the violation of these responsibilities. A copy of the agreement is on page 11.
- A check for any applicable fee. A fee schedule is on the registration form.
- Any other required documentation.

Cancellation Policy

The location of the Qualification area course determines the minimum class size for each course or examination. If the minimum size is not reached, the course or examination may be canceled. Courses or examinations may also be canceled for other reasons that have not been specifically stated. Every effort will be made to notify the applicants well in advance if a cancellation is necessary. If a course or examination is canceled, the applicant may either request a refund of the pre-paid fee, or ask to be enrolled in the next available course or examination.

Refund Policy

- Cancellation by the candidate within seven (7) days of the qualification course (without the class position being filled) will result in 50% of the fees being refunded. If the class position can be filled, 85% of the fees will be refunded (15% will be retained for administrative costs).
- An unforeseen emergency during the course or qualification proceedings will result in no refund of fees, but the candidate can retake the course or qualification examination, whichever is applicable, at a later date with an additional fee of 15% of the course cost.
- No refund of fees will be made for failure to pass the examination portion of the Qualification process.

114.06 Qualified Inspector Registry

Within ten (10) working days after completion of any Qualification exam, the Construction Section at ITD will log the successful participants on the Qualified Inspector Registry that is available through electronic means on the ITD webpage.

The information that will be logged is:

- A unique Qualification number,
- The successful participant's full name,
- The area of Qualification as designated by:

Contract Administration	C.A.
Earthwork & Base	E.& B.
Surface Treatment & Plant mix Pavement	S.T. & P.P.
Concrete & Structures	C. & S.
Traffic Construction Inspection	T. C.
Environmental	
NPDES/Storm water	E. npdes
Wetlands/404 Permitting	E. wetlands
Cultural Resources/Archeological Clearance	E. arch

The month and year of the Qualification expiration. (The expiration date is the last day of the month in the fifth (5) year after the Qualification was received.)

114.07 Qualification Renewal Policy

Interim or Qualification refresher courses may be offered for additional information, but the inspector is ultimately responsible for staying abreast with changes to the source documents and procedures.

Inspector Qualification renewal is required after five (5) years by the last day of the month in which the Qualification was received. The procedures for Qualification renewal are the same as for the initial Qualification. The inspector is responsible for arranging to obtain his/her applicable Qualification renewal and must do so before the expiration date of the Qualification.

An inspector that fails to successfully complete a Qualification renewal in a specialty area will be considered **Disqualified** in that area only, until the requirements for Qualification renewal have been successfully met, subject to the limitations set forth in this document.

Re-examination, for those failing to pass a Qualification renewal on the first attempt, will be the same as for the original Qualifications.

114.08 Inspector Qualification Program Management

The Inspector Qualification Program (IQP) will be administered by the headquarters Construction Section of the Idaho Transportation Department. A committee, known as the Inspector Qualification Program Committee (IQPC), under guidance of the Construction Engineer, will oversee the IQP.

IQP Web Page

The IQP web page is intended to provide useful information to other Agencies, and the public about the IQP. The Construction Section will keep all information up to date in accordance with the guidelines set forth in this document. A link to the IQP web page is located on the Idaho Transportation Department web site.

Program Revisions/Updates

Revisions and updates to the IQP will be recommended to the headquarters Construction Section based upon participant comments and changes to the source documents. The IQPC will meet each year by June 30, or at other times as needed, to consider proposed revisions/updates. Suggestions and comments, in addition to those received from course evaluation forms, will be provided in writing to the committee for consideration. The revisions or updates that are adopted by the committee will then be incorporated into the master copy of the appropriate course material, or other documents, by October 15 of the year in which the revision/change has been adopted.

Program Review

The IQPC and/or the headquarters Construction Section will conduct reviews on a biennial basis to maintain consistency in the program.

114.09 Revocation of Inspector Qualification

Inspector Qualification may be revoked at any time by the IQPC for just cause reasons such as **negligence** or **abuse** of the inspector's responsibilities or ITD may also disqualify inspectors for other reasons that may or may not be specifically defined herein following the due process procedures.

Negligence is defined as unintentional deviations from approved procedures that may or may not cause erroneous results/documentation. The IQPC may deviate from the following penalty guidelines for findings of negligence if warranted.

The first finding of negligence will result in a letter of reprimand being sent to both the employee and the employer.

The second finding of negligence will result in a thirty (30) day suspension of Qualification.

The third finding of negligence will result in a one hundred eighty (180) day suspension of Qualification.

The fourth finding of negligence will result in permanent revocation of the Qualification.

Abuse is defined as intentional deviations from approved procedures. The Inspector Qualification Program Committee (IQPC) may deviate from the following penalty guidelines for findings of abuse if warranted.

The first finding of abuse will result in a one (1) year suspension to permanent revocation of an individual's Qualification.

Any subsequent finding of abuse will result in that person being ineligible for any future type of Inspector Qualification Program Qualification.

Allegations of negligence or abuse will be made to the IQPC in writing. The allegations will contain the name, address, and signature of the individual(s) making the allegation. The

allegations will be investigated by the IQPC. The accused and the individual(s) making the allegation will be given the opportunity to appear before the IQPC.

All involved parties will be notified in writing of the findings by the IQPC. Any warranted penalties will be imposed in accordance with guidance contained herein. Revocation for negligence or abuse in one Qualification area will be considered revocation in all Qualifications held by the inspector.

Decisions regarding allegations of negligence or abuse will be sent to the individual in writing along with the individual's right to appeal the proposed revocation. The individual may submit an appeal in writing to the IQPC Chair, who independently considers such written appeals. The IQPC Chair may also rely on the advice and counsel of the IQPC and take such action, as he/she considers appropriate.

A revocation is effective upon receipt by the inspector and will be affirmed, modified, or vacated following any appeal. Revocations or suspensions for negligence or abuse in one Qualification area will be considered revocations or suspensions in all Qualifications held by the inspector.

Findings of **negligence** or **abuse** by ITD employees will result in progressive disciplinary action up to and including termination, as outlined in the ITD Human Resource Manual Chapter 13.

114.10 Security of Examination Materials

This policy applies to all written examination materials, including blank exams, completed exams, and answer keys.

The examination materials must be kept secure and confidential at all times.

The definition of *secure* implies that materials will be kept under lock and key, except when utilized in an official manner and only by those having authority. Personnel involved with the Qualification examination should attend an IQP orientation session conducted by the headquarters Construction Section or a designee. Violation of examination security can compromise the exam, and destroy the exam's integrity and validity as a Qualification instrument.

Exam security must be maintained during:

- development and validation of new exams or questions;
- reproduction of exam materials;
- storage of blank exam materials and answer keys;
- administering and scoring exams;
- storage of completed exams; and
- destruction of old exam materials.

When the documents are removed from a locked location, the documents must remain in the immediate possession and view of the authorized person and not available for possession or viewing by others.

Access to exam materials and answer keys is limited to the following personnel, when and as needed in carrying out their responsibilities in the Qualification program:

- program administrative personnel in the inventory, storage, and reproduction of
- the exam materials;
- examination administrators, scorers, and examiners in the administration and scoring of exams;
- program administrative personnel in the recording of exam results, storing completed exams, and destroying old exams; and
- selected individuals or subject-matter experts, who have been assigned and authorized by the Inspector Qualification Program Committee to review, assess, update, revise, and validate exam materials.

The consequences for those individuals found violating the security of Qualification examination materials will be:

- written reprimand if the violation is by negligence and mandatory requirement to attend a IQP orientation; or
- banning from any future association with the IQP, if the violation is willful or intentional.

Any disciplinary action or dismissal associated with serious violations pertaining to security of Qualification examination materials will be determined according to the policies and procedures of the employer of the offending party.

Retention of Written Examinations

All completed materials, plus the registration forms, Rights and Responsibilities statements, exams, and evaluation forms will be sent in a confidential envelope to the headquarters Construction Section no later the two (2) days after completion of the Qualification examination.

All used exam materials, both passing and failing, will be retained by ITD, in conformance to guidelines contained in the section entitled Examination Materials Security for a period of one (1) year and then be destroyed by shredding or other effective method.

114.11 Instructor Qualifications

Instructors should complete an IQP orientation session presented by a representative of the headquarters Construction Section. All future instructors will also have to successfully complete the Qualification in which they will be instructing. The session will cover Section 114 of the Construction Manual and materials to be used during the qualification process.

Instructors for the IQP should meet the following guidelines:

- extensive experience in the inspection area contained in the Qualification,
- experience and demonstrated ability in training and communicating with participants,

- exhibition of a positive attitude while interacting with others, and
- willingness to uphold the high standards set by the IQP and to follow the policy guidelines.

114.12 Course or Exam Administrator and Scorer Qualifications

Only individuals who have attended an IQP policies and procedures orientation session should administer or score written exams.

The same party that administers the written exam is not required to also score the exam. Furthermore, exam administrators should not be in the chain of command of those being qualified, nor should they be related. All future exam administrators will also have to successfully complete the Qualification that they will be monitor.

Inspector Qualification Registration



A completed and signed page 2 must accompany this form.

Name	Employer	
Address	Employer's Address	
Current Job Classification		
Home Telephone Number	Employer's Telephone Number	
Social Security Number or ITD Employee Number	Current IQP Number	
Do you hold an Engineering or Construction Management Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, What University?

Mark the Desired Qualification Area and Appropriate Price (Only One Qualification Area per Registration Form)

<input type="checkbox"/> Contract Administration	Course & Exam <input type="checkbox"/> \$240.00	Exam only <input type="checkbox"/> \$100.00
<input type="checkbox"/> Earthwork and Base	Course & Exam <input type="checkbox"/> \$240.00	Exam only <input type="checkbox"/> \$100.00
<input type="checkbox"/> Surface Treatment & Plant Mix Pavement	Course & Exam <input type="checkbox"/> \$240.00	Exam only <input type="checkbox"/> \$100.00
<input type="checkbox"/> Concrete and Structures	Course & Exam <input type="checkbox"/> \$240.00	Exam only <input type="checkbox"/> \$100.00
<input type="checkbox"/> Traffic Construction Inspection.....	Course & Exam <input type="checkbox"/> \$240.00	Exam only <input type="checkbox"/> \$100.00
<input type="checkbox"/> Environmental (NPDES/Storm Water).....	Course & Exam <input type="checkbox"/> \$240.00	
<input type="checkbox"/> Environmental (Wetlands/404 Permitting)	Course & Exam <input type="checkbox"/> TBA	
<input type="checkbox"/> Environmental (Cultural Resources/Archaeological Clearance)	Course & Exam <input type="checkbox"/> \$100.00	

Inspectors seeking qualification in one of the designated specialties should consult the Idaho Transportation Department's Contract Administration Manual, Section 114, for qualification criteria, other policies/requirements, and general information.

A check or money order should be made payable to the Idaho Transportation Department and should note the requested qualification area and participant's name.

At least two (2) weeks prior to the start of the course or exam, mail the required documents to the appropriate ITD address below that is presenting the Qualification Course or Exam. <table> <tr> <td><u>ITD District 1</u> 600 W Prairie Coeur d'Alene, ID 83815</td> <td><u>ITD District 2</u> PO Box 837 Lewiston, ID 83501</td> <td><u>ITD District 3</u> PO Box 8028 Boise, ID 83707</td> </tr> <tr> <td><u>ITD District 4</u> PO Box 2-A Shoshone, ID 83352</td> <td><u>ITD District 5</u> PO Box 4700 Pocatello, ID 83205</td> <td><u>ITD District 6</u> PO Box 97 Rigby, ID 83442</td> </tr> </table>			<u>ITD District 1</u> 600 W Prairie Coeur d'Alene, ID 83815	<u>ITD District 2</u> PO Box 837 Lewiston, ID 83501	<u>ITD District 3</u> PO Box 8028 Boise, ID 83707	<u>ITD District 4</u> PO Box 2-A Shoshone, ID 83352	<u>ITD District 5</u> PO Box 4700 Pocatello, ID 83205	<u>ITD District 6</u> PO Box 97 Rigby, ID 83442	<input type="checkbox"/> Passed Qualification Exam Process <input type="checkbox"/> Failed Qualification Exam Process	
			<u>ITD District 1</u> 600 W Prairie Coeur d'Alene, ID 83815	<u>ITD District 2</u> PO Box 837 Lewiston, ID 83501	<u>ITD District 3</u> PO Box 8028 Boise, ID 83707					
			<u>ITD District 4</u> PO Box 2-A Shoshone, ID 83352	<u>ITD District 5</u> PO Box 4700 Pocatello, ID 83205	<u>ITD District 6</u> PO Box 97 Rigby, ID 83442					
			IQP Number							
IQP Chair or Delegate Signature										

Inspector Qualification Registration

Rights and Responsibilities Agreement

I, _____, hereinafter designated as the Inspector, affirm that I will uphold the ITD Inspector Qualification Program (IQP) rights and responsibilities for the _____ Qualification Area.

Qualification carries inherent rights and responsibilities. The rights include being exclusively sanctioned along with others so qualified by the Inspector Qualification Program to perform inspections on construction projects as part of the Idaho Transportation Department's quality assurance programs. The responsibilities include performing inspections with accuracy and precision. By signing this document, the Inspector agrees to abide by all of the terms of the Inspector Qualification Program.

Findings of **negligence or abuse** of these rights and responsibilities will be penalized upon recommendation by the Inspector Qualification Program Committee (IQPC) and any appeal to the IQPC Chair. Inspector abuse or negligence penalties may be assessed as follows:

- **Negligence** is defined as unintentional deviations from approved procedures that may or may not cause erroneous results. The first finding of negligence will result in a letter of reprimand being sent to both the employee and the employer; the second will result in a thirty (30) day suspension of Qualification; the third will result in a one hundred eighty (180) day suspension of Qualification; and the fourth will result in permanent suspension of Qualification.
- **Abuse** is defined as intentional deviations from approved procedures. The first finding of abuse will result in a one (1) year suspension to permanent revocation of an individual's Qualification and any subsequent finding of abuse will result in permanent revocation of Qualification.
- Findings of **negligence or abuse** by ITD employees will result in progressive disciplinary action up to and including termination, as outlined in the ITD Human Resource Manual, Chapter 13.

Revocation or suspension of one Qualification will be considered a revocation or suspension of all Qualifications held by the Inspector. Permanent revocation of Qualification will result in that person being ineligible for any ITD Inspector Qualification.

The Inspector should also be aware that both state and federal laws may govern construction projects, including Title 18, United States Code, Section 1020, that in brief states that anyone making falsifications on federal-aid projects:

"Shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I have read, understand, and agree to abide by the rights, responsibilities, and penalties associated with receipt of this **Qualification**.

Signature	Date